

To: Grant Management Staff
ESEA Authorized Representatives
Special Education Cooperative Directors

From: Nancy Coopersmith, Assistant Superintendent
Department of Education Services

RE: 2007-08 E-Grant Application Process

State Superintendent Linda McCulloch announces electronic grant management (E-grants) regional training sessions for local grant management staff responsible for state and federal grant administration.

Training sites are: Havre, Tuesday, April 17, 8:30 a.m. to 2:30 p.m. at The Duck Inn, 1300 First Street; Helena, Wednesday, April 18, 8:30 a.m. to 2:30 p.m. in The Capitol Room, Red Lion Colonial Hotel, 2301 Colonial Drive; Missoula, Thursday, April 19 in The Rattlesnake Room, Ruby's Inn & Convention Center, 4825 North Reserve; Sidney, Monday, April 23, 8:00 a.m. to 1:30 p.m., at the Lone Tree Inn, 900 South Central Avenue; Billings, Tuesday, April 24, 8:30 a.m. to 2:30 p.m., at the Shrine Auditorium, 1125 Broadwater, 8:30 a.m. to 2:30 p.m.

The site trainings will concentrate on the process of using the system for applications, reports and payments. Questions regarding specific program issues will be provided through different venues. Notice will be provided regarding the platform and dates in the near future.

E-grants is a new Web-based system that will automate the current paper and/or electronic application process for state and federal grants. For the 2007-08 school year, the following grant programs will apply by using the E-grant system: ESEA Title I, Part A; Title I, Part C (Migrant); Title II, Parts A and D; Title III; Title IV, Part A; Title V, Part A; Title VI, Part B, Subparts 1 and 2; IDEA; Perkins and 21st Century Community Learning Centers.

The following forms and information needed to administer these federal programs will be included in the E-grants system: Cash Advance Request for State and Federal Grant Programs; Annual Budget and Program Modification Request for State and Federal Programs; and Fiscal Closeout Report for State and Federal Grant Programs.

Use of the E-grants system is required for these programs; no paper applications will be accepted for the grants listed above.

It is the goal of the Office of Public Instruction (OPI) to have all state and federal grant programs administered by the OPI into the E-grants system within two years.

Preregistration for the regional training sessions is required by April 5th to assure adequate space and materials. Use the following link to access the registration form <http://www.opi.mt.gov/regforms/egrants/>.

Confirmation and further correspondence will be through e-mail; it is necessary that each individual complete the registration form completely to assure that all messages are received.

The OPI appreciates your patience as we continue the electronic application process this year. The ESEA program staff join me in wishing you a successful school year. Please do not hesitate to contact us if we may assist you in any way. For further information, contact Cathy Kendall by telephone at (406) 444-0829 or by e-mail at cakendall@mt.gov.